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| |  |  | | --- | --- | | |  | | --- | | **Preparing for the wider opening of schools and colleges *Protecting Members***  **Further advice and guidance**  Dear Member   On Wednesday 20 May,  you received an email from the NASUWT with a link to [**a self-audit checklist for members**](https://protect-eu.mimecast.com/s/M_JfCl5x0T7R2AI9u2Ko?domain=nasuwt.org.uk) to use to ensure that you had the information you needed to be sure that in the planning your employer is undertaking for the wider reopening of your workplace that your needs are being taken into account.   Thank you for the extremely positive feedback we have received on the checklist.   As those of you who have used the checklist will be aware, it contains a series of actions members are advised to take, including, in a number of cases, asking for the employer to provide you with a  copy of the risk assessment they have undertaken.   Below is advice on the next steps to take once you have taken the action in the self-audit checklist: | | |

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| |  |  | | --- | --- | | |  | | --- | | Once you receive a response to the above message, if it is still not satisfactory then please send the following documents to the NASUWT advice line - [advice@mail.nasuwt.org.uk](mailto:advice@mail.nasuwt.org.uk)   * A copy of the message you sent to your headteacher as a result of completing the NASUWT self-audit checklist. * A copy of the response you received and any accompanying documentation. * A copy of the above message you sent and the response received.   The NASUWT will need all of the above information to ensure that we can provide the appropriate advice to you and to do all we can protect your health, safety and welfare.  **NB** Even if members, and NASUWT representatives who may be consulted, are satisfied with the content of a risk assessment, it is essential that, in order the protect members’ legal rights and entitlements,  neither the individual member nor the NASUWT representative enters into any formal agreement of the risk assessment by, for example,  confirming agreement in writing or signing the risk assessment or any other document  in any way that signifies agreement.  If you have no concerns to raise on a risk assessment,  or the concerns you have raised are addressed by the employer,  simply note receipt of the risk assessment.   Risk  assessments are the employers’ documents and they must take  full responsibility for the risk assessment and its implementation. | | |